



Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check www.sdmts.com often and apply for a career with MTS. You never know where a job in transit will lead you!

Resumes with application may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-234-1047

Email

jobs@sdmts.com

Job Announcement

Human Resources Analyst

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region

envisioned several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

Under the direction of the Director of Human Resources & Labor Relations and Manager of Human Resources, the Human Resources Analyst is responsible for reviewing, drafting and editing reports, policies, job descriptions and correspondence and maintaining, updating and designing the Human Resources employee intranet webpages. This position will also take an active role in processing and maintaining employee grievance files, preparing grievances for electronic filing and digitizing grievance files. The Human Resources Analyst will also plan and coordinate employee recognition parties and special events.



Example of Duties

Essential Functions

- Review and draft correspondence, reports, job descriptions and policies for the Director of Human Resources & Labor Relations, the Manager of Human Resources and other staff.
- Perform research on a variety of subject matters, including but not limited to, job descriptions, policies and union grievances.
- Assist Management Development Specialist with creating and updating training courses and materials and utilizing technology to streamline processes.
- Design, maintain and update the Human Resources INTRANET webpages using Adobe Contribute and collaborate with Informational Technology Department.
- Plan and coordinate retirement events, employee recognition events, annual flu shot drive, holiday luncheon and other special events:
 - Create and distribute event invitations and track RSVPs.
 - Employee Excellence Awards: Obtain and verify data, prepare letters and certificates, submit list for payment of bonus to the Payroll Department.
 - Retirements: Prepare certificates/order food.
 - Obtain samples from local caterers for events.
 - Set up and disassemble event space.
- Create and design employee announcements, certificates, fliers and interactive forms using Microsoft Office and Adobe software products.
- Utilize ADP HRIS to access employee data.
- Maintain accurate grievance records and assist in process of digitizing files.
- Serve as liaison to building management.
- Recommend changes to increase efficiency.
- Responsible for maintaining consistency in job descriptions and keeping them up-to-date.
- Open and date stamp mail for the Director and the Manager of Human Resources.
- Maintain confidentiality and security of records.
- Complete purchase orders for billing payments and collaborate with Finance department to ensure invoices are paid on time.
- Handle Family Medical Leave Act/CFRA leave requests



The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Qualifications

Knowledge, Skills and Abilities

Possesses knowledge of or the ability to read, learn and understand and apply MTS policies, regulations and labor contract(s), as appropriate. Exercise judgment and discretion in applying and interpreting the policies and procedures of human resources administration. Ability to write letters, memoranda and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly and effectively in person-to-person or group situations using tact and diplomacy; ability to coordinate and initiate actions necessary to implement decisions and delegate responsibilities to appropriate personnel; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions, ability and skill to verify the accuracy and completeness of forms and reports; proficient in the use of Microsoft Office, including Word and Excel; ability to learn to use existing software and other software that might be acquired.

Physical Requirements

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, and reaching for overhead files and occasional lifting (must be able to lift up to 10 pounds). Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer. Work may require more than 8 hours per day or require irregular hours to perform the essential duties of the position. Duties will be performed primarily in an office type environment. May require travel to external agencies.

Experience/Education/Certificates/License(s)

Possess a bachelor's degree (BA) from an accredited university in English, journalism, business or related field and has at least five years increasing responsibility experience in the field of Human Resources. Requisite knowledge, skills and abilities may be substituted for the degree requirement. Professional in Human Resources (PHR) Certification and/or International Public Management Association for Human Resources -- Certified Professional (IPMA -- CP) preferred.

General

Must satisfactorily pass all applicable examinations including, but not limited to, a pre-employment physical and a background check.

Salary

\$47,531 to \$71,297



MTS employees during the filming of a recent commercial.

DISCLAIMER: The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. Management retains the discretion to add to or change the duties of the position at any time.